



TRAINING CALENDAR

U. S. Small Business Administration
 Spokane Office: (509) 353-2800
 Serving Central & Eastern Washington and Northern Idaho
 Website: www.sba.gov

AUGUST 2008 (GLOBAL)

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
8/4/08 (MON) 6:00 pm – 9:00 pm Pre-registration Recommended	How to Start a Business “Boot Camp” – In this workshop you will learn business feasibility, self-employment assessment, initial market research, start-up expenses, financial feasibility, choosing a business structure, obtaining financing, determining regulations, setting prices, creating marketing materials, and developing a business plan.	\$10.00	Lewis-Clark State College Administration Bldg Room 12 500 8th Ave Lewiston	SBDC Call Judith Garner at (208) 792-2465 or e-mail at jsbdc@nic.edu for more information.
8/5/08 (TUE) 8:00 am – 9:30 am Pre-registration Recommended	Home Based Business Connection – Moving Forward: - Join other Home-Based Business owners and introduce your business or share a recent success story. This session it is time to set the agenda for the next six months. All topics presented throughout the year are derived from the attendees. This is our bi-yearly meeting to discuss program development and for us to hear any suggestions you may have for the group.	Free	Spokane Regional Business Center 801 W. Riverside Avenue Suite 100 Spokane	Biz Street Call Tate White at (509) 459-4118 or for more information e-mail www.bizstreetspokane.com .
8/5/08 – 8/6/08 (TUE & WED) 9:00 am - 1:00 pm	QuickBooks 2007 Keep Going - Item: 121 - Continue to learn about the QuickBooks features that allow you to customize forms, create reports and graphs, and track and pay sales tax. Extensive time is given to payroll features in QuickBooks including setting up Washington's Labor and Industry insurance. The class also covers QuickBook's Pro's letter-writing wizard and synchronizing with MS Outlook. Book included.	\$105.00	Centerplace at Mirabeau – Location 209 2426 N Discovery Place Spokane Valley	SBDC Call (509) 232-6269 or Email: registration@iel.spokane.edu

<p>8/5/08 – 8/7/08 (TUE,WED & THU) 3:30 pm - 6:30 pm</p>	<p>Computer Kindergarten - Item #M239 - Overcome your fears and discover the computer's wonders! Learn the parts of a computer, use the keyboard, open, use and close some programs, control those pesky windows. Materials included.</p>	<p>\$28.00</p>	<p>Hillyard Center Lab B 4410 N. Market Spokane</p>	<p>SBDC - Call: (509) 279-6000 Email: registration@iel.spokane.edu</p>
<p>8/6/08 (WED) 9:00 am – 12:00 pm Pre-registration Recommended</p>	<p>How to Start a New Business: A step by step consideration of all those important points that must be addressed to successfully start a business. Are you really ready?</p>	<p>\$25.00 if pre-registered, \$30 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE Call BIZ Street at (509) 459-4118, Mon-Fri, 9 am to 4 pm or (509) 353-2821, Tue & Wed 8 am to 12 pm; or fax (509) 353-2600.</p>
<p>8/6/08 (WED) 5:30 pm - 8:30 pm Pre-registration Recommended</p>	<p>Thinking of Starting a Business in Idaho - This workshop gives an overview of what it takes to be a business owner. We will help you perform a feasibility analysis of your business idea so that you can assess whether it's the right fit for you. We will highlight the registration process and the regulatory issues of a new business, and give an overview of federal and state tax responsibilities. Instructor: ISBDC Staff.</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Tara Little for more information at (208) 666-8009  isbdc@nic.edu</p>
<p>8/6/08 (WED) 9:00 am - 4:00 pm</p>	<p>Publisher 2003 - Item: P116 - This software allows you to create, edit and format simple newsletters and booklets with a professional flair. Hands-on exercises focus on standard page layout tasks such as placing text and graphic files, creating templates and formatting text boxes. Practice files included.</p>	<p>\$84.00</p>	<p>Centerplace at Mirabeau – Location 213 2426 N Discovery Place Spokane Valley</p>	<p>SBDC Call (509) 232-6269 or Email: registration@iel.spokane.edu</p>
<p>8/7/08 (THU) Noon to 1:00 pm Pre-registration Not required</p>	<p>Loan Briefing Learn how to get a small business loan.</p>	<p>Free</p>	<p>SBA 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>Call SBA at (509) 353-2800</p>
<p>8/7/08 (THU) 9:00 am - 4:00 pm</p>	<p>Word 2007 Level 2 – Item: P129 - Step up to the next level of the new Word 2007. Important Word features are covered such as using quick parts, Autoformat, working with tables, templates, chart creation, comments and revisions and managing files. Book included. Bring a cd.</p>	<p>\$84.00</p>	<p>Centerplace at Mirabeau – Location 209 2426 N Discovery Place Spokane Valley</p>	<p>SBDC Call (509) 232-6269 or Email: registration@iel.spokane.edu</p>

<p>8/11/08 – 8/12/08 (MON & TUE) 9:00 am - 4:00 pm</p>	<p>Access 2003 Level 1 – Item P100 - Learn to use this popular and powerful database software. Class focuses on designing and managing relational databases. Gain a comprehensive understanding of organizing data and creating tables, simple queries, forms and reports. Book included. Practice files available for copying. Bring a CDRW.</p>	<p>\$146.00</p>	<p>Centerplace at Mirabeau – Location 213 2426 N Discovery Place Spokane Valley</p>	<p>SBDC Call (509) 232-6269 or Email: registration@iel.spokane.edu</p>
<p>8/11/08 – 8/14/08 (MON,TUE,WED & THU) 3:30 pm - 6:30 pm</p>	<p>Internet Basics – Item M260 - Use Internet Explorer 6 to access the Internet. Learn terminology while exploring the Internet by browsing, searching and using e-mail. Computer Kindergarten required. Materials included.</p>	<p>\$33.00</p>	<p>Hillyard Center Lab B 4410 N. Market Spokane</p>	<p>SBDC Call (509) 232-6269 or Email: registration@iel.spokane.edu</p>
<p>8/12/08 (TUE) 6:00 pm – 9:00 pm Pre-registration Recommended</p>	<p>Cash Flow and Record Management - This workshop will help the small business owner avoid IRS problems and provide a model for good record keeping. Topics include: IRS services, tax payer ID number, record keeping systems, accounting methods, bookkeeping systems, business transactions, business records, and business taxes.</p>	<p>\$25.00</p>	<p>Lewis-Clark State College Administration Bldg Room 12 500 8th Ave Lewiston</p>	<p>SBDC – Call Judith Garner at (208) 792-2465 or e-mail at  isbdc@nic.edu for more information.</p>
<p>8/13/08 (WED) 9:00 am – 12:00 pm Pre-registration Recommended</p>	<p>How to Write a Business Plan: Find out why successful businesses operate with a plan. Learn how to write a comprehensive business plan and arrange for a SCORE counselor to review the plan with you.</p>	<p>\$25.00 if pre-registered, \$30 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE Call BIZ Street at (509) 459-4118, Mon-Fri, 9 am to 4 pm or (509) 353-2821, Tue & Wed 8 am to 12 pm; or fax (509) 353-2600.</p>
<p>8/15/08 (FRI) 8:30 am - 12:00 pm Pre-registration b Recommended</p>	<p>Planning for Business Success - If you fail to plan, you plan to fail. Learn how to chart a course for your business success. Discover the essential ingredients for a business plan and how to use it to grow your business. Instructor: Joel Risch</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Tara Little for more information at (208) 666-8009  isbdc@nic.edu</p>
<p>8/19/08 (TUE) 6:00 pm – 9:00 pm Pre-registration Recommended</p>	<p>Understanding Business Financial Statements - A class designed to help small businesses understand how to read business financials statements.</p>	<p>\$25.00</p>	<p>Lewis-Clark State College Administration Bldg Room 12 500 8th Ave Lewiston</p>	<p>SBDC – Call Judith Garner at (208) 792-2465 or e-mail at  isbdc@nic.edu for more information.</p>

<p>8/19/08 (TUE) 8:00 am – 10:00 am</p> <p>Registration is required.</p>	<p>Developing Your Capabilities Statement - A capability statement describes your company's core strengths and capabilities, highlighting what your company can do for a potential customer and reflects on your past successes. A well-written capability statement can be distributed to potential government customers in a number of ways and can quickly answer their questions of why they should buy from you, rather than your competition. Join us for this interactive workshop that will cover: What is a capability statement? Types, uses and essential elements of capability statements. Hands-on activity to draft your own capability statement.</p>	<p>Free</p>	<p>SRBC 801 W. Riverside Avenue Suite 100 Spokane</p>	<p>Presented by the Eastern Washington PTAC of Greater Spokane Incorporated. Louise Fendrich, Manager, BIZ Street & PTAC in Spokane at (509) 459-4120</p>
<p>8/20/08 (WED) 9:00 am – 11:30 am</p> <p>Pre-registration Recommended</p>	<p>Small Business Marketing and Sales: Gain insights into how to identify prospective customers; determine how to reach them and convince them to buy your products.</p>	<p>\$25.00 if pre-registered, \$30 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE Call BIZ Street at (509) 459-4118, Mon-Fri, 9 am to 4 pm or (509) 353-2821, Tue & Wed 8 am to 12 pm; or fax (509) 353-2600.</p>
<p>8/21/08 (THU) Noon to 1:00 pm</p> <p>Pre-registration Not required</p>	<p>Loan Briefing Learn how to get a small business loan.</p>	<p>Free</p>	<p>SBA 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>Call SBA at (509) 353-2800</p>
<p>8/21/08 (THU) 8:00 am – 9:30 am</p> <p>Pre-registration Recommended</p>	<p>Government Contracting 101 – Are you new to the world of government contracting? Need a refresher course? Then join us for this free workshop which will inform and help you get started in the local, state, and federal government contracting arena. Presented by your Eastern Washington PTAC.</p>	<p>Free</p>	<p>Tier Point 23403 E. Mission Liberty Lake</p>	<p>Biz Street Call (509) 459-4120 or for more information e-mail www.bizstreetspokane.com.</p>
<p>8/27/08 (WED) 9:00 am – 11:00 am</p> <p>Pre-registration Recommended</p>	<p>Small Business Financial Record Keeping: Learn how and why you need to keep good business records and how to understand and use financial statements.</p>	<p>\$25.00 if pre-registered, \$30 the day of the workshop Register on-line at: www.ScoreSpokane.org</p>	<p>BIZSTREET Resource Center 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>SCORE Call BIZ Street at (509) 459-4118, Mon-Fri, 9 am to 4 pm or (509) 353-2821, Tue & Wed 8 am to 12 pm; or fax (509)353-2600.</p>

<p>8/28/08 (THU) 9:00 am – 10:30 am Pre-registration Recommended</p>	<p>Marketing to the Government – You’re registered in CCR and ready to do business with government agencies – now what? Join us for this <i>free</i> workshop to gain pointers for marketing your business to these potential customers.</p>	<p>Free</p>	<p>Bank of Whitman Airway Heights, WA</p>	<p>Biz Street Call (509) 459-4120 or for more information e-mail www.bizstreetspokane.com.</p>
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September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/2/08 (TUE) 8:00 am – 9:30 am Pre-registration Recommended	Home Based Business Connection – Moving Forward: - Join other Home-Based Business owners and introduce your business or share a recent success story. This session it is time to set the agenda for the next six months. All topics presented throughout the year are derived from the attendees. This is our bi-yearly meeting to discuss program development and for us to hear any suggestions you may have for the group.	Free	Spokane Regional Business Center 801 W. Riverside Avenue Suite 100 Spokane	Biz Street Call Tate White at (509) 459-4118 or for more information e-mail www.bizstreetspokane.com .
9/4/08 (THU) Noon to 1:00 pm Pre-registration Not required	Loan Briefing Learn how to get a small business loan.	Free	SBA 801 W. Riverside Avenue Suite 200 Spokane	Call SBA at (509) 353-2800
9/4/08 (THU) 5:30 pm - 8:30 pm Pre-registration b Recommended	Thinking of Starting a Business in Idaho? - Intended for Idaho entrepreneurs, this workshop highlights the registration process and the regulatory issues new businesses encounter. Introduction of your federal tax and state tax responsibilities. Instructor: ISBDC Staff	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu
9/8/08 (MON) 6:00 pm – 9:00 pm Pre-registration Recommended	How to Start a Business “Boot Camp” – In this workshop you will learn business feasibility, self-employment assessment, initial market research, start-up expenses, financial feasibility, choosing a business structure, obtaining financing, determining regulations, setting prices, creating marketing materials, and developing a business plan.	\$10.00	Lewis-Clark State College Administration Bldg Room 12 500 8th Ave Lewiston	SBDC Call Sheila Maechtle @ 208-792-2465  isbdc@lcsc.edu

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/9/08 (TUE) 6:00 pm – 9:00 pm Pre-registration Recommended</p>	<p>Supervising Techniques and Setting Job Expectations – Supervising is different than being an employee or manager. We will look at the unique responsibilities of this position and identify the basics of being successful. We will practice the basics and see how they can help our work. We will look at ways to get on the right foot with an employee by effectively setting job expectations for them and ourselves.</p>	<p>\$25.00</p>	<p>Lewis-Clark State College Administration Bldg Room 12 500 8th Ave Lewiston</p>	<p>SBDC Call Sheila Maechtle @ 208-792-2465  isbdc@lcsc.edu</p>
<p>9/11/08 (THU) 5:30 pm - 9:00 pm Pre-registration b Recommended</p>	<p>Marketing: Hitting the Right Target for Profit - Knowing your key customer is the difference between making money or starving. Understand what specific NEED you are meeting. Learn how to use customer and competition profiles to analyze market potential and make profit. Instructor: ISBDC Staff</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/15/08 - 12/1/08 (MON)</p> <p>6:00 pm</p>	<p>NxLevel Business Planning – In this workshop you will learn, practical hands-on business development designed to advance your skills in starting, growing and managing your business. This program is nationally recognized to improve the small business bottom line.</p> <p><u>Course Overview:</u></p> <p> Session 1 – Introduction, Overview & Entrepreneurship</p> <p> Session 2 – Planning & Research: Entrepreneurial Essentials</p> <p> Session 3 - Organizational Matters: Management & Legal Structure</p> <p> Session 4 – Marketing – Behind the Scenes: Analysis & Understanding</p> <p> Session 5 – Marketing – On Stage: Strategies, Tactics & Implementation</p> <p> Session 6 – Financial Overview: Books, Records & Controls</p> <p> Session 7 – Managing Your Money: Financial Planning, Budgets & Assumptions.</p> <p> Session 8 – Managing Your Money: Developing & Using Cash Flow Projections</p> <p> Session 9 – Understanding & Using Your Financial Statements</p> <p> Session 10 – Financing Your Business: Alternative Sources of Money</p> <p> Session 11 – The Dealmaking Process: Negotiating in the Real World</p> <p> Session 12 – Your Business Future: Managing Growth & Plan Completion</p>	<p>Free</p>	<p>LCSC - Administration Building - Basement Room 12 500 8th Avenue Lewiston</p>	<p>SBDC Call Sheila Maehtle @ 208-792-2465</p> <p> isbdc@lcsc.edu</p> <p> www.idahosbdc.org</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/16/08 (TUE) 12:00 am - 1:30 pm</p>	<p>Improving Your Listening Skills for Networking & Communicating Across Gender Lines – Listening is just as important as speaking for a good networking. Learn how to improve your listening skills, and how to become more aware of and address the differences between male and female communication styles..</p>	<p>Members: \$10.00 Non-members: \$15.00</p>	<p>Quality Inn Oakwood 7919 N. Division Spokane Valley</p>	<p>SBDC Call (509) 232-6269 or E-Mail: registration@iel.spokane.edu</p>
<p>9/16/08 (TUE) 6:00 pm – 9:00 pm</p>	<p>Tell vs Sell – Do you know what the difference is between advertising and marketing? You can find out by taking this fun and informational workshop presented by the Idaho Small Business Development Center. Learn how to develop a marketing plan, how to advertise your business and how to “brand” your business. Also learn to sell benefits and set yourself apart from your competition by exploiting your core competencies.</p>	<p>\$25.00</p>	<p>LCSC Administration Bldg Room 12 500 8th Avenue Lewiston</p>	<p>SBDC Call Sheila Maechtle @ 208-792-2465  isbdc@lcsc.edu  www.idahosbdc.org</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/17/08 (WED) 9:00 am – 4:30 pm</p> <p>Pre-registration Recommended</p>	<p>Special Event: Office of Minority & Women Business Enterprises –</p> <p>9 - 11:45 <u>Marketing</u> - Small businesses face many challenges in today's competitive marketplace. A marketing plan is critical to the success of any business, large or small. Attend this free seminar to learn how to put marketing to work for you.</p> <p>1 – 2:45 <u>Selling to WA State</u> -Are you interested in selling to the State and local government organizations, but don't know how to get started? Attend this free introductory seminar designed to give businesses an overview of government procurement processes.</p> <p>3 – 4:30 <u>Certification & Benefits</u> - Federal and State certification programs are designed to help your business grow and access contracting opportunities. If you are a minority, woman, or person of social and economic disadvantage who owns and controls a business, attend this free certification workshop.</p>	<p>Free</p>	<p>Spokane, WA</p>	<p>Register for these free workshops by going to the OMWBE website at http://www.omwbe.wa.gov/. Presented in partnership with the Eastern Washington PTAC.</p>
<p>9/18/08 (THU) Noon to 1:00 pm</p> <p>Pre-registration Not required</p>	<p>Loan Briefing Learn how to get a small business loan.</p>	<p>Free</p>	<p>SBA 801 W. Riverside Avenue Suite 200 Spokane</p>	<p>Call SBA at (509) 353-2800</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/18/08 (THU) 5:30 pm - 9:00 pm Pre-registration b Recommended</p>	<p>Managing Your Business Finances Like a Pro - Good business decisions aren't guess work. They require accurate, objective information. Good financials give real-time data on the condition of your business. Gain an understanding of essential financial statements and learn how to use them for business Success! Instructor: ISBDC Staff</p>	<p>\$29.00</p>	<p>NIC Workforce Training Center 525 W. Clearwater Loop Post Falls</p>	<p>SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/22/08 - 12/8/08 (MON)</p> <p>6:00 pm</p>	<p>NxLevel Business Planning – In this workshop you will learn, practical hands-on business development designed to advance your skills in starting, growing and managing your business. This program is nationally recognized to improve the small business bottom line.</p> <p><u>Course Overview:</u></p> <p> Session 1 – Introduction, Overview & Entrepreneurship</p> <p> Session 2 – Planning & Research: Entrepreneurial Essentials</p> <p> Session 3 - Organizational Matters: Management & Legal Structure</p> <p> Session 4 – Marketing – Behind the Scenes: Analysis & Understanding</p> <p> Session 5 – Marketing – On Stage: Strategies, Tactics & Implementation</p> <p> Session 6 – Financial Overview: Books, Records & Controls</p> <p> Session 7 – Managing Your Money: Financial Planning, Budgets & Assumptions.</p> <p> Session 8 – Managing Your Money: Developing & Using Cash Flow Projections</p> <p> Session 9 – Understanding & Using Your Financial Statements</p> <p> Session 10 – Financing Your Business: Alternative Sources of Money</p> <p> Session 11 – The Dealmaking Process: Negotiating in the Real World</p> <p> Session 12 – Your Business Future: Managing Growth & Plan Completion</p>	<p>Free</p>	<p>LCSC - Administration Building - Basement Room 12 500 8th Avenue Lewiston</p>	<p>SBDC Call Sheila Maechtle @ 208-792-2465</p> <p> isbdc@lcsc.edu</p> <p> www.idahosbdc.org</p>

September 2008 Events

DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/23/08 (TUE) 6:00 pm – 9:00 pm	Small Business Employee Compensation (401K, Benefits, Compensation) – Helping the small business owner maneuver around the benefits world and how to retain employees in the competitive world of benefits.	\$25.00	LCSC Administration Bldg Room 12 500 8th Avenue Lewiston	SBDC Call Sheila Maechtle @ 208-792-2465  isbdc@lcsc.edu  www.idahosbdc.org
9/24/08 (WED) 5:30 pm - 8:30 pm Pre-registration b Recommended	Starting a Business in Idaho - Intended for Idaho entrepreneurs, this workshop highlights the registration process and the regulatory issues new businesses encounter. Introduction of your federal tax and state tax responsibilities. Instructor: Joel Risch	\$29.00	NIC Ponderay Center 300 Bonner Mall Way Ponderay, ID	SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu
9/24/08 (WED) 12:00 pm - 1:00 pm Pre-registration b Recommended	Business Loan Briefing - Need a loan to start, expand or buy a small business? Attend an SBA loan briefing. Did you know...the U.S. Small Business Administration is the largest source of long-term small business financing in the nation? Private lenders make loans and the SBA guarantees a percentage of the loan amount up to \$1.5 million. Get your questions answered and find out what to do next! How does the SBA Loan Guarantee Program work? What are the eligibility and credit requirements? Can proceeds be used to consolidate debt, help with cash flow or buy a building? What is a micro-loan? Are there special programs available for women or minority owned businesses? What are lenders looking for? Who can help with a business plan or loan proposal? Alternative financing options will be discussed. Instructor: SBA/ISBDC Staff	\$9.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu
9/25/08 (THU) 8:00 am – 9:30 am Pre-registration Recommended	Marketing to the Government – You're registered in CCR and ready to do business with government agencies – now what? Join us for this <i>free</i> workshop to gain pointers for marketing your business to these potential customers.	Free	Tier Point 23403 E, Mission Liberty Lake, WA	Biz Street Call (509) 459-4120 or for more information e-mail www.bizstreetspokane.com

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DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
9/25/08 (THU) 5:30 pm - 9:00 pm Pre-registration b Recommended	Managing Your Operations for Profit - Learn to understand what key processes make up your business operation and improve productivity, effectiveness, and efficiency in your business operations for richer profit. Instructor: Frank Bendinelli	\$29.00	NIC Workforce Training Center 525 W. Clearwater Loop Post Falls	SBDC – Call Leslie Dawson for more information at 208-666-8009  isbdc@nic.edu

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DATE/TIME	SUBJECT	COST	LOCATION	CONTACT #
<p>9/29/08 – 12/15/08 (MON)</p> <p>6:00 pm – 9:00 pm</p>	<p>NxLevel Business Planning – In this workshop you will learn, practical hands-on business development designed to advance your skills in starting, growing and managing your business. This program is nationally recognized to improve the small business bottom line.</p> <p><u>Course Overview:</u></p> <p> Session 1 – Introduction, Overview & Entrepreneurship</p> <p> Session 2 – Planning & Research: Entrepreneurial Essentials</p> <p> Session 3 - Organizational Matters: Management & Legal Structure</p> <p> Session 4 – Marketing – Behind the Scenes: Analysis & Understanding</p> <p> Session 5 – Marketing – On Stage: Strategies, Tactics & Implementation</p> <p> Session 6 – Financial Overview: Books, Records & Controls</p> <p> Session 7 – Managing Your Money: Financial Planning, Budgets & Assumptions.</p> <p> Session 8 – Managing Your Money: Developing & Using Cash Flow Projections</p> <p> Session 9 – Understanding & Using Your Financial Statements</p> <p> Session 10 – Financing Your Business: Alternative Sources of Money</p> <p> Session 11 – The Dealmaking Process: Negotiating in the Real World</p> <p> Session 12 – Your Business Future: Managing Growth & Plan Completion</p> <p>Helping the small business owner maneuver around the benefits world and how to retain employees in the competitive world of benefits.</p>	<p>Free</p>	<p>LCSC Administration Bldg Basement - Room 12 500 8th Avenue Lewiston</p>	<p>SBDC</p> <p>Call Sheila Maechtle @ 208-792-2465</p> <p> isbdc@lcsc.edu</p> <p> www.idahosbdc.org</p>

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* For your convenience, SBA now offers you the option to participate by phone from the comfort of your home or office! To hear the presenter by conference call, dial the toll-free phone number: 1-866-740-1260 and enter the "Access Code": 3109402. To simultaneously view the PowerPoint slides online as it is being presented log onto the website www.readytalk.com and enter the "Participant Login Code": 3109402.

SBA - U. S. Small Business Administration: SBA is a federal agency whose mission is to promote and assist small business. For more information on SBA go to www.sba.gov

SBDC - Small Business Development Center: SBDC is a partnership between SBA and state and local governments, the educational community and the private sector to provide business management and technical assistance, training and research to small business owners and managers to improve profitability and stimulate growth. For more information on SBDC, go to www.wsdbc.org for Washington and www.idahosbdc.org for Northern Idaho.

SCORE - Counselors to America's small businesses: SCORE is a management consulting program sponsored by SBA, comprised of active and retired business executives who volunteer their time counseling and advising small business owners on the many aspects of starting and managing their businesses. For more information on SCORE go to www.score.org

The U.S. Small Business Administration's participation in these events does not constitute an express or implied endorsement of any of the participants' opinions, products or services. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance. Call the SBA at (509) 353-2800 or mail requests to SBA, 801 W. Riverside Avenue, Suite 200, Spokane WA 99201. All programs are offered on a non-discriminatory basis.